

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 7/8/16 bi

ANNOUNCEMENT NO. 59

CONSULTING ENGINEER – Water Pollution Control

(NON-COMP)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a NON COMPETITIVE examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is \$36,000.00 to \$104,888.34 per Year.

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON, FRIDAY, JULY 22, 2016 UNTIL 4:30 P.M. ON THURSDAY, AUGUST 4, 2016.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, AUGUST 4, 2016.

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in Resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

NOTE: THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY ONE YEAR FROM THE DATE OF ITS APPROVAL BY THE CIVIL SERVICE COMMISSION.

DUTIES OF THE POSITION

Under administrative direction, provides engineering advisory services related to divisional or departmental projects and activities. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A Bachelor's Degree in Engineering from an ABET accredited four year college or university (or equivalent as determined by the Ohio Board of Registration of Professional Engineers and Surveyors) is required, a Master's Degree is preferred. Five years of full time paid experience in engineering is required. Three years of full time paid experience in sewer design and/or construction is also required. Must be a registered Professional Engineer in the State of Ohio. Must be able to use AutoCAD and Microsoft Office. A valid State of Ohio Driver's License is required. Must possess knowledge in the wastewater and storm water fields including hydraulics and regulations. The following are preferred: knowledge of federal and state rules and regulations as they pertain to clean water; knowledge of field construction; good writing skills; and knowledge of sewer cleaning equipment and TV inspections.

NOTE: Minimum qualifications must be met as of the last day of the filing period unless otherwise stated.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT CHECKLIST: READ CAREFULLY
MUST MEET MINIMUM QUALIFICATIONS FOR

CONSULTING ENGINEER - WATER POLLUTION CONTROL

APPLICATIONS MUST BE RETURNED IN PERSON BY THE APPLICANT!!!!
BEFORE SUBMITTING YOUR COMPLETED APPLICATION, PLEASE REVIEW THE FOLLOWING CHECKLIST

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| DURING THE LIFE OF THE ELIGIBILITY LIST, YOU MUST NOTIFY CIVIL SERVICE OF ANY CHANGES OF ADDRESS. FAILURE TO DO SO WILL RESULT IN YOUR REMOVAL FROM THE LIST | |
| IT IS YOUR RESPONSIBILITY TO PROVIDE COPIES OF ENCLOSURES AND ATTACHMENTS | |
| SIGN AND DATE THE COMPLETED APPLICATION FORM (DO NOT STATE "SEE ATTACHED RESUME." It does NOT have to be notarized.) | |
| PROVIDE COPY: A BACHELOR’S DEGREE IN ENGINEERING FROM AN ABET ACCREDITED FOUR YEAR COLLEGE OR UNIVERSITY (OR EQUIVALENT AS DETERMINED BY THE OHIO BOARD OF REGISTRATION OF PROFESSIONAL ENGINEERS AND SURVEYORS); A MASTER’S DEGREE IS PREFERRED. | REQ |
| FIVE YEARS OF FULL TIME PAID EXPERIENCE IN ENGINEERING. THREE YEARS OF FULL TIME PAID EXPERIENCE IN SEWER DESIGN AND/OR CONSTRUCTION. | REQ |
| PROVIDE COPY: VALID STATE OF OHIO DRIVER’S LICENSE | REQ |
| PROVIDE COPY: REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF OHIO | MUST |
| <ul style="list-style-type: none">• USE AUTOCAD AND MICROSOFT OFFICE.• POSSESS KNOWLEDGE IN THE WASTEWATER AND STORM WATER FIELDS INCLUDING HYDRAULICS AND REGULATIONS. | MUST |
| <ul style="list-style-type: none">• KNOWLEDGE IF FEDERAL AND STATE RULES AND REGULATIONS AS THEY PERTAIN TO CLEAN WATER• KNOWLEDGE OF FIELD CONSTRUCTION• GOOD WRITING SKILLS• KNOWLEDGE OF CLEANING EQUIPMENT AND TV INSPECTIONS | PREF |
| CURRENT RESUME | OPT |
| THE THREE (3) CARDS IN THE APPLICATION MUST BE COMPLETED. (This includes your printing the job classification title on the top line of one side card as well as your name and address on the other side of the card. Leave ID number blank ; we will assign this to you.) | REQ |
| Any other information or materials that demonstrate your qualifications and experience for this position. IT IS ESSENTIAL THAT YOU DESCRIBE YOUR EDUCATION AND EXPERIENCE AS COMPLETELY AS POSSIBLE. AMBIGUITY OR VAGUENESS WILL NOT BE DECIDED IN AN APPLICANT’S FAVOR. YOUR APPLICATION PACKET SHOULD CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED EACH OF THE MINIMUM QUALIFICATIONS. A cover letter is welcomed but not required. | |

REQ – required; OPT – optional; OPT – optional

THE ABOVE INFORMATION MUST BE INCLUDED IN YOUR APPLICATION PACKAGE **AT THE TIME OF FILING**. IF THESE ITEMS ARE NOT INCLUDED, YOUR APPLICATION MAY NOT BE ACCEPTED OR APPROVED.

ANYONE WHO WISHES TO REQUEST AN ACCOMMODATION MUST DO SO **AT THE TIME OF FILING**. THE COMMISSION WILL CONTACT THE INDIVIDUAL CONCERNING SUCH ACCOMMODATION PRIOR TO THE EXAMINATION. THE COMMISSION MAY REFUSE TO PROVIDE SUCH ACCOMMODATION IF IT IS NOT REASONABLE OR WOULD CONSTITUTE AN UNDUE HARDSHIP. CURRENT (WITHIN ONE YEAR) DOCUMENTATION SUPPORTING THE NEED FOR THE REQUESTED ACCOMMODATION IS REQUIRED. SUCH DOCUMENTATION SHOULD BE SUBMITTED AT THE TIME OF FILING.